

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING, ROOM 113  
OCTOBER 12, 2006  
8:30 A.M.**

Commissioners Present: Deb Schorr, Chair  
Bob Workman, Vice Chair  
Bernie Heier  
Larry Hudkins  
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Trish Owen, Chief Deputy County Clerk

The meeting of the Board of Commissioners was called to order at 8:30 a.m.

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, OCTOBER 5, 2006**

**MOTION:** Moved by Stevens, seconded by Hudkins to approve the minutes of the Thursday, October 5, 2006 Staff Meeting as presented. Hudkins, Stevens, Workman, Heier and Schorr voted aye. Motion carried.

Heier exited the room at 8:32 a.m.

**2 ADDITIONS TO THE AGENDA**

a. Partial Billing for East Beltway: Lincoln City Project #542702 (Exhibit A)

**MOTION:** Moved by Hudkins and seconded by Stevens to approve the addition to the agenda. Workman, Hudkins, Stevens and Schorr voted aye. Heier was absent from voting. Motion carried.

Heier entered the room at 8:37 a.m.

Don Thomas, Lancaster County Engineer; Dave Kroeker, Budget and Fiscal Officer and Roger Figard, City of Lincoln City Engineer appeared and discussed the partial billing for the East Beltway project. Figard indicated that the City of Lincoln Engineering Services department is primarily funded through a revolving fund. This revolving fund involves the billing out of charges on a project basis. Discussion was held on the markup percentage and its use in the billing process. Board consensus was to forward the claim for payment, Heier will abstain.

**3 COMMUNITY MENTAL HEALTH CENTER SPACE NEEDS** - Dean Settle, Community Mental Health Director; Don Killeen, Property Management Building Administrator

Community Mental Health Director Dean Settle distributed a memorandum regarding Space Needs at the Community Mental Health Center (Exhibit B) and the 2005-2006 Annual Report for the Center (Exhibit C). Settle indicated that due to expansion of staff and clients the Center is experiencing critical space pressures. Additional discussion was held on medical record storage and retention requirements and co-location with Corrections. Settle requested the Board approve the requisition of five (5) AED's, one per floor of the CMHC , Midtown and The Heather locations, and one (1) 15-passenger van. Hudkins expressed desire to receive more information regarding the condition of the fleet prior to approving a van purchase.

**MOTION:** Moved by Hudkins and seconded by Stevens to approve the purchase of the five (5) AED units, asking Settle to investigate potential grant funding. Heier, Workman, Stevens, Hudkins and Schorr voted aye. Motion carried.

**4 YOUTH SERVICES CENTER PER DIEM** - Sheli Schindler, Youth Services Director; Melissa Hood, Administrative Services Officer

Schindler distributed a spreadsheet packet titled, Changes in the Per Diem Rates (Exhibit D), this included calculations for FY06/07 for State and Contract Counties and calculations for the City of Lincoln FY07 per diem. The packet additionally included a comparison of per diem's across detention and staff secure facilities in Nebraska.

Discussion was held regarding the differences between the two per diem options presented. Schindler also indicated that they have worked in cooperation with the State of Nebraska and are now billing out more frequently resulting in more timely payments.

**MOTION:** Hudkins moved and Workman seconded to pursue Option 2. Workman, Stevens, Hudkins, Heier and Schorr voted aye. Motion carried.

**5 MISCELLANEOUS EXPENDITURES RESOLUTION UPDATE-** Tim Genuchi, County Clerk Accounting Operations Manager

Discussion was held regarding the new reimbursement rate due to take effect on November 1, 2006. Genuchi indicated the change as recommended by the Board would implement a cap rate on expenditure reimbursement and would require employees to submit receipts for their expenditures. General discussion was held on the issue of a tip cap rate.

Chief Deputy Lancaster County Sheriff Bill Jarrett appeared and stated that he was requested to bring to the Board's attention the issue of meal costs for extradition deputies who are, through circumstance, required to eat at airports. The Board indicated they felt the agreed upon reimbursement rate was adequate. Board consensus was to forward this item to the Tuesday Board of Commissioners meeting agenda.

**6 PURCHASING POLICY AMENDMENTS-** Vince Mejer, Purchasing Agent; Bob Walla, Assistant Purchasing Agent

Mejer distributed a packet to the Board that included a current listing of Commodities and Services Contracts; information regarding the Tuesday, October 31<sup>st</sup> seminar on doing business with public entities and examples of cost savings by the Purchasing Department in the last three months (Exhibit E).

Mejer discussed the use of non-contracted vendors indicating his concern that utilization of those vendors would not insure that proper bonding or insurance requirements were in place.

Discussion was held on increasing the minimum required for three informal bids from \$1000 to \$5000. Mejer indicated that the City of Lincoln uses a \$1500 figure and stated that it would be nice to have the two entities use the same bid figure.

**MOTION:** Heier moved and Workman seconded to follow the Purchasing Agent's recommendation using the \$1500 figure with a corresponding directive memo to County Directors and Elected officials. A resolution will be constructed by the County Attorney's office for a Tuesday Board meeting. Heier, Workman, Hudkins, Stevens and Schorr voted aye. Motion carried.

**7 PENDING LITIGATION-**

Moved by Heier and seconded by Hudkins to enter into Executive Session for the purpose of discussing pending litigation at 10:05 a.m. Schorr, Workman, Heier, Hudkins and Stevens voted aye. Motion carried

Moved by Stevens and seconded by Workman to exit Executive Session at 10:18 a.m.. Stevens, Workman, Heier, Hudkins and Schorr voted aye. Motion carried.

**8 COUNTY PHARMACY-** Joan Anderson, Lancaster County Medical Society Executive Director

Joan Anderson, Lancaster County Medical Society Executive Director appeared to discuss the concept of a County pharmacy. Anderson discussed the reduction in General Assistance pharmaceutical costs, indicating that previously approximately \$150,000 a month was being spent and now approximately \$50,000 a month is spent. Discussion of drug markups and handling fees was held.

She indicated that Wagey Drug is doing a great job, and that they would be supportive of a County pharmacy at some point, possibly contracting to run the county pharmacy for General Assistance clients. Anderson stated that in the second phase, the inclusion of Medicaid or Corrections clients would likely require the County to hire their own pharmacist. Anderson estimated that a County pharmacy would not need to employ a full time pharmacist , but possibly two part time pharmacists with limited hours of operation.

The pharmacy would be utilized by specific clients of the County and that security issues would need to be addressed once a location had been determined. Anderson stated that she would like to be actively involved in the General Assistance portion, or phase one portion of the program. Utilization of Kit Boesch's building was discussed. Anderson stated that Gary Wagey should visit the location prior to any decision being made for his input.

- 9 **UNCOLLECTIBLE PERSONAL PROPERTY TAXES-** Captain George Lahners, Sheriff's Office; Doug Cyr, Chief Deputy County Attorney; Terry Adams, Chief Deputy Treasurer; Linda Tesarek, Account Clerk, Sheriff's Office

Lancaster County Sheriff Captain George Lahners appeared and outlined the process utilized in the attempted collection of unpaid personal property taxes. Lahners indicated that multiple contacts are made prior to the taxes being sent to the County Board as 'uncollectible'. The inability to seize real property to satisfy unpaid taxes was discussed. The need for legislation to address this issue should be researched.

## 10 ACTION ITEMS

### A. Microcomputer Requests

- 1. **Microcomputer request C#2006359 in the amount of \$2495.11 from the Microcomputer Fund for two computers and software for the Juvenile Court.**

**MOTION:** Workman moved and Heier seconded approval of request C#2006359. Heier, Stevens, Hudkins, Workman and Schorr voted aye. Motion carried.

- 2. **Microcomputer request C#2006373 in the amount of \$1396.32 from the Microcomputer Fund for a printer, software for County Court.**

**MOTION:** Stevens moved and Workman seconded approval of request C#2006373. Workman, Hudkins, Stevens, Heier and Schorr voted aye. Motion carried.

- 3. **Request from the County Sheriff's office for two printers in the amount of \$1828.80 from the Microcomputer Fund.**

**MOTION:** Stevens moved and Workman seconded approval of this request. Hudkins, Stevens, Heier, Workman and Schorr voted aye. Motion carried.

### B. Payroll Insert for October 19<sup>th</sup> from Sue Eckley, Risk Manager

**MOTION:** Stevens moved and Workman seconded to approve the payroll insert for October 19, 2006. Stevens, Workman, Heier, Hudkins and Schorr voted aye. Motion carried.

## **12 ADMINISTRATIVE OFFICER REPORT**

### **a. County Annual Report and County Connections Show**

Discussion was held on the timing of the taping for the County Connections show that would highlight the annual report. Thorpe indicated there had been some discussion about a school security segment, but that would not be done at this point.

### **b. Address Change Letters to Unincorporated Village Residents**

Eagan referred to an email sent by Doug Pillard, Design Division Head for the Lancaster County Engineering Department, indicating that only individual letters need to be sent at the present time due to the small amount of affected property owners.

### **c. Work Release Coordinator Report**

Eagan referred to the written review of this program by Kim Etherton, Community Corrections Director and discussions and correspondence from the District and County Court Judges. The consensus of the Courts is to leave this program, and its supervision, as it stands today. Concerns were expressed about the lack of a job description for these part time positions.

## **14 DISCUSSION OF BOARD MEMBER MEETINGS**

### **a. Parks and Recreation Advisory Board-Stevens**

Stevens indicated the Board discussed the Nebraska Law Officers Memorial on Centennial Mall and the placement of a Civic Plaza.

### **b. NACO Board of Directors-Workman**

Workman said the meeting was held in Kearney and involved an educational session on how the legislature committee process works as well as identification of legislative issues. Workman said he will provide that list to the Board.

### **c. Joint Budget Committee Meeting-Schorr, Stevens**

Discussion was held on the 211 program and the low utilization of the program. Ideas to boost interest in the program were brought forward with the possibility of discontinuing the program if interest does not pick up.

Also, an on-going study between the People's City Mission and the Lincoln Family Violence Council (LFVC) for emergency shelter beds is ongoing. LFVC will be going out on its own and forming a 501C3.

Schorr reported that the Food Pantry will be dropping the computer program that the Interfaith Council used.

Stevens discussed a women's violence program titled FIRST. He was unsure of what the acronym stood for, but indicated the grant funding has run out and 85 clients are currently participating. Kit is monitoring the situation. Schorr indicated it referred to immigrants and refugees that had suffered through torture.

Workman indicated he would be resigning his participation on this committee and Schorr would be taking his spot as representative.

**d. Monthly Meeting of Public Building Commission Reps & Mayor-Hudkins**

Hudkins indicated that the Star City Parade would be utilizing the building again as a staging area and organizers would provide hall monitors for security. Hudkins indicated the question was posed again to the Mayor regarding the title to the K-Street facility and no response was given.

**e. Public Building Commission-Hudkins**

Hudkins stated that they reviewed the architectural plans for Courthouse Plaza and gave permission for demolition to proceed. A decision on the heating and cooling systems has not been made at this time. Additionally, the last house on the block to the west has been purchased. A proposal has been brought forward by a private party regarding moving the house instead of having it demolished. This would come before the County Board for approval.

**f. Board of Health-Hudkins**

Hudkins reported that two, three hour sessions were held on the National Public Health Assessment by the Board of Health. He indicated the Board learned a great deal about how they were doing and how they compared nationally.

A proclamation was passed unanimously to endorse the Project Extra Mile program. Hudkins indicated that Nebraska is rated poorly for its record of binge-drinking.

**15 ADJOURNMENT**

Workman moved, Heier seconded to adjourn at 12:10 p.m. Heier, Workman, Hudkins, Stevens and Schorr voted aye. Motion carried.

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Bruce Medcalf  
Lancaster County Clerk